

SUBJECT: Automatic License Plate Reader (ALPR)	NUMBER: 1-37.01
EFFECTIVE DATE:	REVIEW DATE:
NMMLEPSC STANDARDS: None	APPROVED: <i>WB 2/22/18</i> Sheriff

## I. POLICY

The purpose of this policy is to establish guidelines for the operation of the Automatic License Plate Reader (ALPR) technology and equipment. Automated license plate reader (ALPR) technology allows law enforcement officers to quickly capture license plate data and can identify and assist in locating stolen vehicles. The technology can assist with locating wanted persons, vehicles identified as used in recent crimes, missing persons, and assist with the investigation of a wide range of crimes, including homicides.

## II. ALPR OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Agency personnel shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

- A. No member of this agency shall operate ALPR equipment or access ALPR data without first completing agency approved training.
- B. An ALPR shall only be used for official and legitimate law enforcement business.
- C. An ALPR may be used in conjunction with any routine patrol operation or official agency investigations. Reasonable suspicion or probable cause is not required before using an ALPR.
- D. While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- E. Data used by the ALPR for “hits” is generally updated twice a day, and is not always the most current information. Therefore if practical, the deputy should verify an ALPR response through NCIC before taking enforcement action that is based solely upon an ALPR alert.

For example, if there a stolen vehicle alert from the ALPR prior to taking any enforcement action the deputy should:

1. Verify the ALPR system correctly interpreted the license plate numbers and,
2. Contact dispatch and confirm the license plate is still listed as stolen.

### **III. ALPR DATA COLLECTION AND RETENTION**

All data and images gathered by an ALPR are for the official use of the Valencia County Sheriff's Office and because such data may contain confidential NCIC information, it is not open to public review (Title 28, Code of Federal Regulations, Part 20). ALPR information gathered by this agency may be used and shared with prosecutors or others only as permitted by law.